

~~SECRET~~
(When Filled In)

FITNESS REPORT

MBER

SECTION A

GENERAL

1. NAME (Last) (First) (Middle) CARANCI, John C.	2. DATE OF BIRTH 7 Feb. '22	3. SEX M	4. GRADE GS-11	5. SD
6. OFFICIAL POSITION TITLE D&E Tech	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY	10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify): <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-) 1 December 1967 - 20 July 1968			

SECTION B

PERFORMANCE EVALUATION

- W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong Performance is characterized by exceptional proficiency.
- O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1	RATING LETTER
	S
SPECIFIC DUTY NO. 2	RATING LETTER
	S
SPECIFIC DUTY NO. 3	RATING LETTER
	S
SPECIFIC DUTY NO. 4	RATING LETTER
	O
SPECIFIC DUTY NO. 5 Assumes supervision of the [redacted] during the absence of the supervisor including record keeping and the writing of cables, dispatches and reports.	RATING LETTER P
SPECIFIC DUTY NO. 6	RATING LETTER
1. [redacted]	S

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account [redacted] about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER
S

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OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject has served tours of duty overseas in Europe and the Far East. These many years of [] experiences combined with his outstanding mechanical knowledge and capability make the individual one of the best men in the [] business. He continues to display a high degree of operational as well as technical awareness. As a member of the [] he performs his duties in a highly professional manner.

Subject continues to perform well the task of negotiating with local contractors for the manufacture of production line items utilized []. His high degree of cost consciousness continues to be reflected in the use of equipment, materials and in negotiating with contractors.

Subject utilizes his supervisory and administrative talents in managing the Engineering shop during the absence of the supervisor. This man is a definite asset to the [] and has been recommended for promotion to the next higher grade.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

24 months

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

Report was written after subject departed for extended annual leave.

DATE OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE

25 July 1968

Chief/ []

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Reviewer concurs with the Rater. Subject is a real professional in the []. He has repeatedly demonstrated a high degree of imagination to complement his broad skills and knowledge of []. He responds well to short deadlines and has been a very valuable member of [].

DATE 25 July 68 OFFICIAL TITLE OF REVIEWING OFFICIAL Chief/ [] TYPED OR PRINTED NAME AND SIGNATURE /s/ []

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